Comments for Staff Meeting on 22 November 1954

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FILED: Meetings
RETURN TO
RECORDS MANAGEMENT DIVISION

Typing ✓

Circulating Notices, etc. ✓

Proof-reading ✓

Work Assignments

Leave ✓

Reporting for Work and Leaving ✓

Overtime ✓

Unsecured rooms ✓

Arrangements for telephone answering ✓

STAT Reassignment of [redacted] ✓

STAT Transfer of [redacted] ✓

Classification of Positions ✓

Clark Committee Material ✓

STAT [redacted] ✓

Two Months Behind in Rpts. & Regs. Div.

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1. Regulations, Notices and Procedures.

2. Program Publicity Releases-

3. Program Authority

4. 96 Forms made obsolete since 7/1/54 = #175,000 approx.

5. Covers-

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